



Systems Documentation - Claims I

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Revision History

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Section 1: Main Menu Window

Introduction

The Main Menu is the initial window viewed on entry to IndianaAIM. This window is used to access other windows.



Figure 1.1 – Main Menu Window

File	Applications
Exit IndianaAIM	Adhoc Reporting
	Claims
	Financial
	Managed Care
	MARS
	Prior Authorization
	Phone Tracking
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability
	Project Tracking System

Figure 1.2 – Menu tree for Main Menu Window

This is the menu tree for the Main Menu window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for IndianaAIM.

Menu Bar

The menu bar is below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options is in a drop-down list box. If a command or window option is faded, the command or window option is not available.

Choose a command or window by the following:

- Click the command or window option title.
- Click the desired option title, and a drop-down box appears. Click the desired command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This command allows the user to exit IndianaAIM.

Exit IndianaAIM – Exits the IndianaAIM online system.

Menu Selection: Applications

This menu accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting windows

Claims – Click to access the Claims windows

Financial – Click to access the Financial windows

Managed Care – Click to access the Managed Care windows

MARS – Click to access MARS windows

Prior Authorization – Click to access the Prior Authorization windows

Phone Tracking – Click to access the Phone Tracking windows

Provider – Click to access the Provider windows

Recipient – Click to access the Recipient windows

Reference – Click to access the Reference windows

Security – Click to access the Security windows

SURS – Click to access the SURS windows

Third Party Liability – Click to access the Third Party Liability windows

Project Tracking System – Click to access the Project Tracking System window

Other Messages

None

System Information

PBL – MAIN.PBL

Window – W_MAIN_MENU

Menu – M_MAIN_MENU

Data Window – None

System Features

Click **Adhoc Reporting** to go to the main menu for that functional area.

Click **Claims** to go to the main menu for that functional area.

Click **Financial** to go to the main menu for that functional area.

Click **Managed Care** to go to the main menu for that functional area.

Click **MARS** to go to the main menu for that functional area.

Click **Prior Authorization** to go to the main menu for that functional area.

Click **Phone Tracking** to go to the main menu for that functional area.

Click **Provider** to go to the main menu for that functional area.

Click **Recipient** to go to the main menu for that functional area.

Click **Reference** to go to the main menu for that functional area.

Click **Security** to go to the main menu for that functional area.

Click **SURS** to go to the main menu for that functional area.

Click **Third Party Liability** to go to the main menu for that functional area.

Click **Project Tracking System** to access the Project Tracking System window.

Click **Exit IndianaAIM** to exit IndianaAIM.

Section 2: Claims Menu Window

Introduction

The inquiry and information applications are accessible to most IndianaAIM staff. Through the inquiry application, users can view claim status and other claims-specific information. The information application gives the user access to general claims information such as definitions of region codes, claim types, IndianaAIM claim type batch ranges, and MMIS claim type batch ranges.

Access to adjustments and data corrections is limited to authorized examiners only. Examiners can adjust previously paid claims by adding or changing claims data. Data corrections examiners can correct suspended and automatically generate a Claims Corrections Form (CCF) to the provider for certain claim errors.

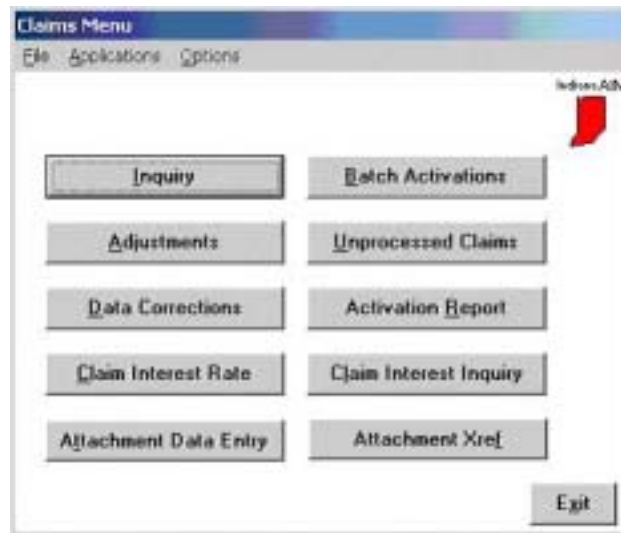


Figure 2.1 – Claims Menu Window

File	Applications	Options
Exit	Adhoc Reporting	Inquiry
Exit IndianaAIM	Claims	Adjustments
	Financial	Data Corrections
	Managed Care	Control Functions
	MARS	Batch Activations
	Prior Authorization	Unprocessed Claims
	Phone Tracking	Activation Report
	Provider	Claim Interest Rate
	Recipient	Claim Interest Inquiry
	Reference	Attachment Data Entry
	Security	Attachment Xref
	SURS	
	Third Party Liability	
	Project Tracking System	

Figure 2.2 – Menu Tree for Claims Menu Window

This is the menu tree for the Claims Menu. The menu titles on this illustration reflect the overall menu commands and window options in the Claim system.

Menu Bar

The menu bar is below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. If a command or window option is faded, the command or window option is not available.

Choose a command or window by the following:

- Click the command or window option title.
- Click the desired option title and a drop-down box appears. Click the desired command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This command allows the user to exit either the current window or IndianaAIM.

Exit – Exits the window and returns to a previous window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting windows

Claims – Click to access the Claims windows

Financial – Click to access the Financial windows

Managed Care – Click to access the Managed Care windows

MARS – Click to access MARS windows

Prior Authorization – Click to access the Prior Authorization windows

Phone Tracking – Click to access the Phone Tracking windows

Provider – Click to access the Provider windows

Recipient – Click to access the Recipient windows

Reference – Click to access the Reference windows

Security – Click to access the Security windows

SURS – Click to access the SURS windows

Third Party Liability – Click to access the Third Party Liability windows

Project Tracking System – Click to access the Project Tracking System windows

Menu Selection: Options

This menu allows the user to select different system functions from the menu bar.

Inquiry – Accesses the Claims Inquiry window. Access by clicking the **Inquiry** button or from the tool bar click **Options** and **Inquiry**.

Adjustments – Accesses the Adjustment Inventory window. Access by clicking the **Adjustments** button or from the tool bar click **Options** and **Adjustments**.

Data Corrections – Accesses the Data Corrections windows. Access by clicking the **Data Corrections** button or from the tool bar click **Options** and **Data Corrections**.

Control Functions – Accesses the Control Function windows. Access from the tool bar by clicking **Options** and **Control Functions**. Allows supervisor to schedule, review, and reassign suspended claims.

Batch Activations – Accesses the Batch Activations windows. Access by clicking the **Batch Activation** button or from the tool bar click **Options** and **Batch Activation**. Allows the supervisor or leader to activate the appropriate batches for the cycle.

Unprocessed Claims – Accesses Unprocessed Claims windows. Access by clicking **Unprocessed Claims** button or from the tool bar click **Options** and **Unprocessed Claims**. Allows the supervisor or leader to view the claims that were not processed for any cycle day.

Activation Report – Accesses the Activation Report windows. Access by clicking the **Activation Report** button or from the tool bar click **Options** and **Activation Report**. Allows the supervisor or leader to view the activated batches for the cycle.

Claim Interest Rate – Accesses the Claim Interest Rate window. Access by clicking the **Claim Interest Rate** button or from the tool bar click **Options** and **Claim Interest Rate**.

Claim Interest Inquiry – Access the Claim Interest Inquiry window. Access by clicking the **Claim Interest Inquiry** button or from the tool bar click **Options** and **Claim Interest Inquiry**. Allows the user to view the interest amount by claim or by provider number and payment date.

Attachment Data Entry – Accesses the Attachment Data Entry window. Access by clicking the **Attachment Data Entry** button or from the tool bar click **Options** and **Attachment Data Entry**.

Attachment Xref – Accesses the Attachment Xref window. Access by clicking the **Attachment Xref** button or from the tool bar click **Options** and **Attachment Xref**.

Other Messages

None

System Information

PBL – CLAIM01.PBL

Window – W_CLAIM_ROUTE

Menu – W_CLAIM_ROUTE

Data Window – None

System Features

Click **Exit** to exit the window and return to the main menu.

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<i>C</i>	<i>M</i>
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